



# Division of Highways Staffing Report

to NCGA Joint Legislative Transportation Oversight Committee & Fiscal Research Staff

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December 5, 2014

# Staffing Study for Preconstruction & Transportation Divisions

Conducted in accordance with SL 2014-100, Section 34.16(a) and (b)

Initial analysis

Several statewide and national initiatives will further inform DOT efforts to optimize staffing

# Preconstruction

## Roadway Design Roadway Management

- Consultant Coordination (East/West)
- Roadway Design – in house (East/West)
- Support Services
  - Budget/Contracts
  - Design Standards
  - Specialty Functions
- 50% Outsourcing Target - Design
- Employee Reassignments & 25 positions eliminated

# Proposed Division Organization Chart - Overview

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## Division Engineer

### Policy & Data

Deputy Div Engr(1)  
(Metro Divisions Only)

Business Officer(1)

Personnel Tech(1)

Asset Manager(1)

Safety Engineer(1)

Staff Engineer (1)

Div Environmental Engr(1)

Div Planner(1)

## Asset Maintenance

### Div Maintenance Engr (1)

Roadside Environ Engr(1)  
Engineer (1) Eng. Tech (2)  
GUW (4) TS (5) TW (14)

County Maint Engr (6)  
Engineering Sup . (6)  
Eng. Tech. (3) TS (46) TW (167)

Bridge Maint Engr (1)  
Br. Operators (1) Eng. Sup. (1)  
Eng. Tech. (2) TS (10) TW (26)  
Welder (1) GUW (1)

Equipment Supt (1)  
Area Sup (1) GUW (2) Hvy Eq Mgr (1)  
Process Tech (1) Machinist (1)  
Process Asst (7) Veh. Op (1)  
VERTS (9) VERT (39) TW (2)  
Welder (1)

Bituminous Unit  
(in transition – outsource)  
TS (2) TW (9)

Traffic Services Supv (1)  
Engr. (2) Elec. Tech (6)  
Eng Sup (1) Eng. Tech (2)  
TS (4) TW (19)

Freeway Manager (1)  
(NCTA) CEI Techs (1 – 2)

Traffic Mgt Ctr  
(Metro Divs Only) (1)

IMAP (9)\*  
Engr. (2) Eng. Sup (2)  
TS (2) TW (7)

Tech Support (1)

## Project Develop. & Program Delivery

### Div Construction Engr (1)

Div Project Mgr(1)

Div Design Const Engr(1)  
Eng. Tech. (2)

Utilities Engr (1)

Right of Way Mgr (1)  
ROW Agents (6)  
ROW Aide (1)

District Engrs (3)  
Eng. Sup. (4)  
Engineers (12)  
Eng. Tech. (66)

Div Bridge Project Mgr(1)

Div Traffic Engineer(1)  
Engineer (2)  
Eng. Tech (2) TS (1)

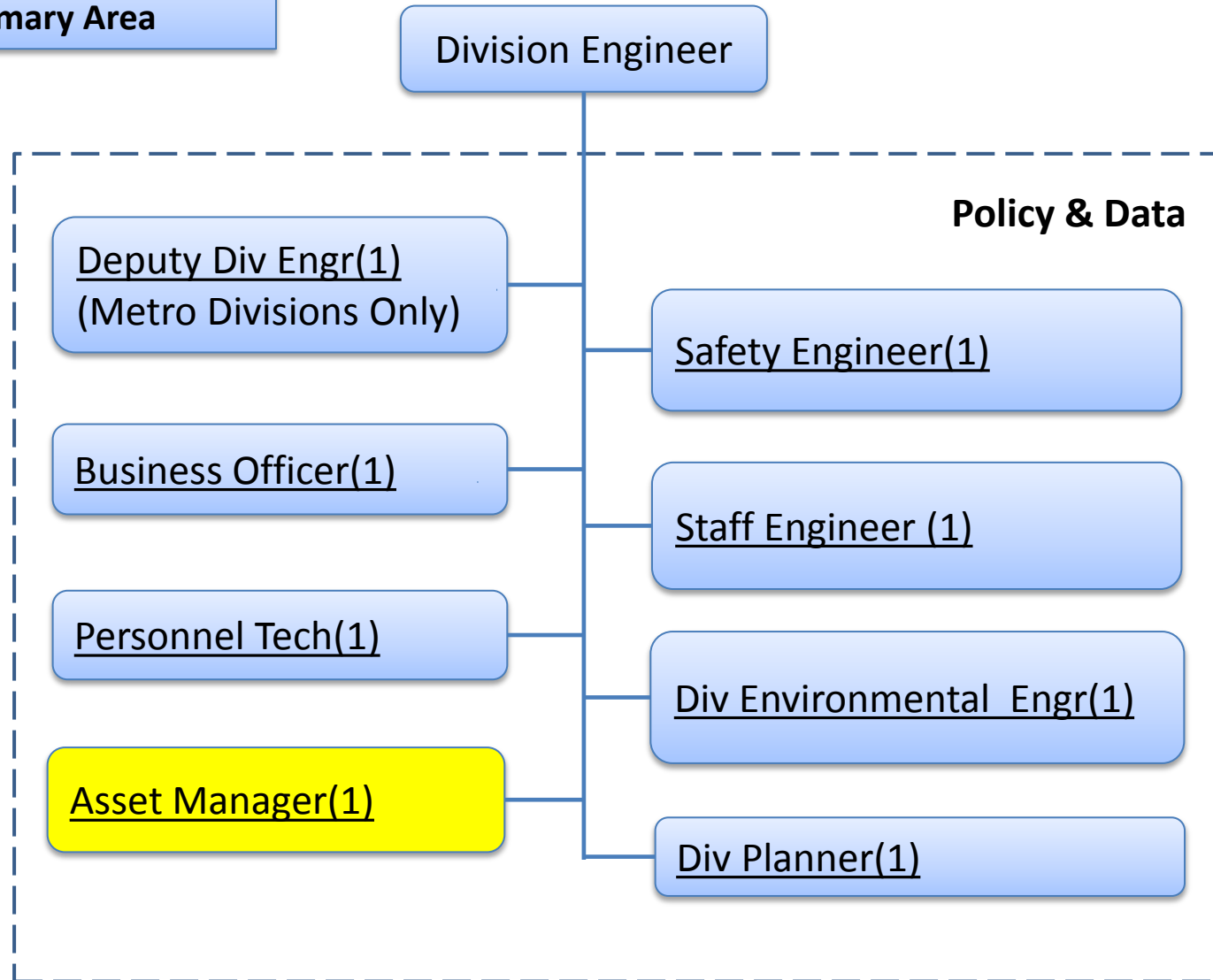
Tech Support (1)

Division roles aligned into 3 primary areas as shown in dashed boxes. Responsibilities of Operations Engineer assumed by Division Engineer, and Division Maintenance & Construction Engineers. Two Tech support positions (from existing employee complement) to aid them. Asset Mgr position will manage bridge, pavement, and maintenance system data for optimized use of available funding. Bituminous unit to be outsourced (80%) over 4 years.

Typical Numbers of Employees shown.  
TW = Trans. Worker. TS = Trans. Supervisor. GUW=General Utility Worker  
\*IMAP typical number for Div. 5, 7 & 10

**Proposed Division Organization Chart  
Detail – Policy & Data Primary Area**

Division roles aligned into 3 primary areas as shown in dashed boxes. Responsibilities of Operations Engineer assumed by Division Engineer, and Division Maintenance & Construction Engineers. Two Tech support positions (from existing employee complement) to aid them. Asset Mgr position will manage bridge, pavement, and maintenance system data for optimized use of available funding. Bituminous unit to be outsourced (80%) over 4 years.

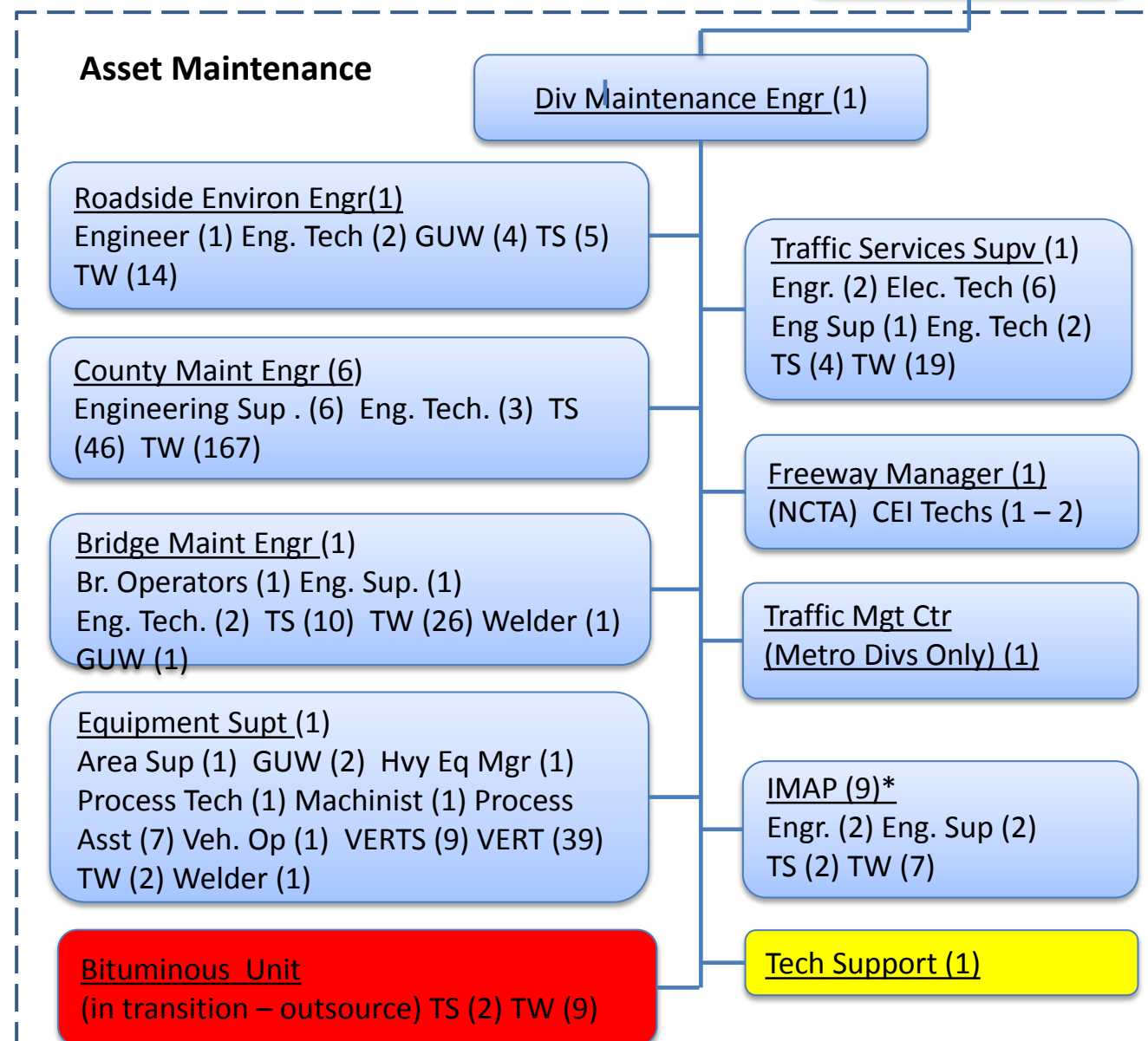


## Proposed Division Organization Chart

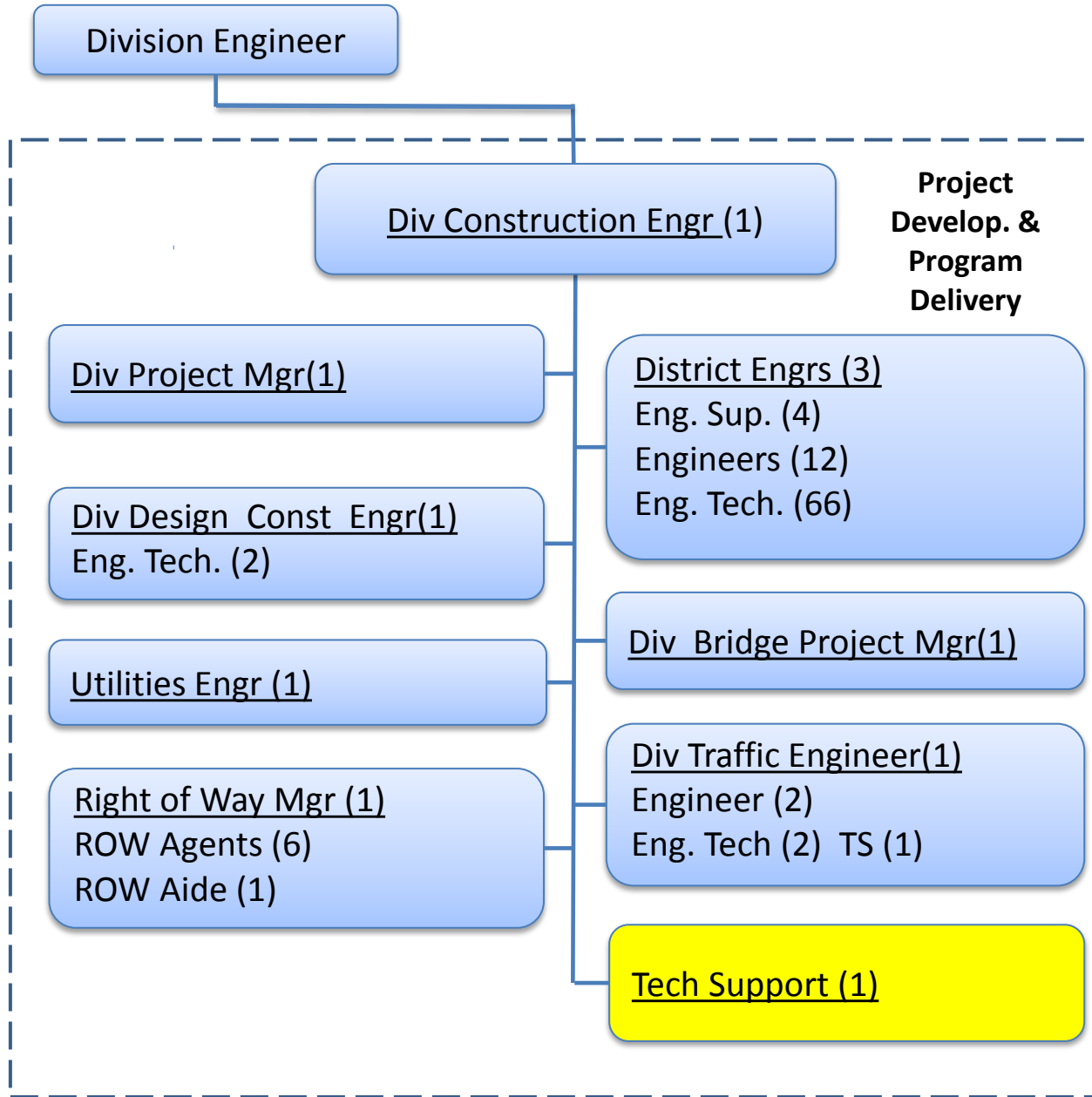
### Detail – Asset Maintenance Primary Area

Division roles aligned into 3 primary areas as shown in dashed boxes. Responsibilities of Operations Engineer assumed by Division Engineer, and Division Maintenance & Construction Engineers. Two Tech support positions (from existing employee complement) to aid them. Asset Mgr position will manage bridge, pavement, and maintenance system data for optimized use of available funding. Bituminous unit to be outsourced (80%) over 4 years.

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**Proposed Division  
Organization Chart  
Detail – Project  
Development & Program  
Delivery Primary Area**

Typical Numbers of Employees shown.  
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# Division Staffing – Key Items

## Worker to Supervisor Ratios

- Worker to upper level supervisor – 7.9
- Worker to mid-level supervisor – 6.7
- Worker to lower-level supervisor – 11.3

## Construction – Adjustments for STI

- Increase Goal % (CEI)

## Bituminous Unit Outsourcing

- 4 year plan

## Continue Data Analysis for Future Adjustments

- Needs Based Staffing